

March 12, 2003

Public Debt Commission
City Hall, Room 404

Re: Common Council File No. 021676
Reappointment of Tim Elverman

Dear Sir or Madam:

In accordance with Common Council resolution File Number 65-2210, adopted November 30, 1965, all reappointments are to be referred to an appropriate standing committee.

Under this policy, the appropriate committee is to be informed in writing of the incumbent's attendance record during his/her last term of service.

Please provide the following required information and return immediately to our office for consideration at Finance and Personnel meeting on March 19, 2003.

Number of meetings held 31

Number of meetings attended 28

Number of excused absences 3

Please return this information to Kathleen M. Marquardt, Staff Assistant, City Clerk's Office, Room 205, City Hall.

Very truly yours,

RONALD D. LEONHARDT
City Clerk

KMM:tjm
[reappt]